

DEPARTMENT OF THE NAVY

Memorandum

Ser 83BIM/M10217

29 Aug 2016

FROM: Jack Mathias (Code 83/BIM)
Naval Surface Warfare Center
Carderock Division, Norfolk Detachment
Combatant Craft Division


TO: GSA Auction Customer

SUBJ: NAVAL WEAPONS STATION YORKTOWN CHEATHAM ANNEX
ACCESS INFORMATION

ENCL: (1) Acceptable Documents List

1. To gain access to Warehouse 11 on Naval Weapons Station Yorktown Cheatham Annex, you must possess a Common Access Card (CAC), Military ID, or Rapid Gate Pass listing Naval Weapons Station Yorktown. If you do not possess any of these identification cards, you must proceed to the Naval Weapons Station Yorktown Pass Office for a one-day visitor's pass, and present documentation as described in Encl (1).
2. Although proof of Social Security Number (SSN) is not required, it is HIGHLY recommended some form of identification confirming SSN (Social Security card or Driver's License showing SSN) is available (e.g., if an individual enters an incorrect SSN on the visitors pass application, he/she will be required to show proof of SSN during access processing).
3. After receiving the one-day visitor's pass, you may proceed to Cheatham Annex.
4. In addition, ensure you have a copy of your Purchasers Receipt, Auction Load Release form, and this memorandum, in order for the Pass Office to readily verify Brian Mishoe as your Government Sponsor.
5. Inspection and removal times are Monday through Friday between the hours of 0800 and 1500 **BY APPOINTMENT ONLY**. To schedule an appointment e-mail brian.mishoe@navy.mil or call Brian Mishoe at 757-462-2844. Please leave a message if prompted.

Thanks,



John M. Mathias
Boat Inventory Manager

Instruction for completing the Local Population Access Registration Form

INSTRUCTIONS: Please complete all information in black ink (printed) or by typing. By voluntarily providing your Personal Information, you agree to the following terms and restrictions:

RESTRICTIONS: Local Population Identification Card/Base Access Pass may only be used by person to whom they are issued and for the specific business/purpose issued. Applicants are reminded that soliciting (i.e., door-to-door sales) is prohibited on the base, and that such activity is grounds for cancellation of the Pass. Additionally, such action may result in debarment from the base and legal action. The Base Commanding Officer has discretion over specifying the period of validity for any Local Population ID Cards/Base Access Passes that are issued under his/her jurisdiction. Review the Privacy At Statement that is printed at the top of the form

Block 1: Enter the Last Name.	Block 18: Enter the Date that the Identity Source Document was issued.
Block 2: Enter the First Name.	Block 19: Enter the Date that the Identity Source Document will expire.
Block 3: Enter the Middle Name.	Block 20: Enter Weight in pounds.
Block 4: If applicable, check the box for Name Suffix.	Block 21: Enter Height in inches.
Block 5: Check the applicable box for Hispanic or Latino.	Block 22: Check the applicable box for Hair Color.
Block 6: Check the applicable box for Race.	Block 23: Check the applicable box for Eye Color.
Block 7: Check the applicable box for Gender.	Block 24: Enter Home Address Including City, State, Zip Code, and Home Telephone Number.
Block 8: Enter Date of Birth.	Block 25: Enter Name of Registrant's Base Sponsor and Base Sponsor's Telephone Number.
Block 9: Enter City of Birth.	Block 26: Enter Employer Name and address including City, State, Zip Code, and Employer's Telephone Number.
Block 10: Enter State of Birth.	Block 27: Enter Supervisor's Name including City, State, Zip Code, and Supervisor's Telephone Number.
Block 11: Enter Country of Birth.	Block 28: Check the applicable box for Work Hours box or check the OTHER box and enter the work hours, then check applicable boxes for Work Days.
Block 12: Check the applicable box for US Citizenship.	Block 28: Check the applicable answer if you have been convicted of Felony and enter initials.
Block 13: If not a US Citizen, enter the name of the Country of Citizenship.	Block 29: Check the applicable box for felony conviction.
Block 14: Two forms of identity source documents from the list of acceptable documents listed below must be presented to the base registrar with this completed form. Check the box for the type of Documents that will be presented for identity proofing. If the document type is not listed, use the two rows under Other Approved Identity Source Documents to enter the type of document(s) that you will present.	Block 30: Enter initials to accept terms for returning Local Population Identification Card.
Block 15: Enter the Document Number located on the Identity Proofing Source document that was checked in Block 14.	Block 31: Sign and date the form to attest that the foregoing information is true and complete to best of your knowledge.
Block 16: Enter the State that issued the Identity Source Document.	
Block 17: Enter the Country that issued the Identity Source Document.	

LIST OF ACCEPTABLE DOCUMENTS - All documents must not be expired.

Must present one selection from List A or a combination of one selection from List B and one selection from List C.

List A - Documents that Establish Identity and Employment Authorization	OR	List B - Documents that Establish Identity	AND	List C - Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card. 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551). 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa. 4. Employment Authorization Document that contains a photograph (Form I-766). 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign Passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with and restrictions or limitations identified on form. 6. Passport from the Federal States of Micronesia (FSM) or the Republic of the Marshall Islands (RM) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and FSM or RM. 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 3. School ID card with a photograph 4. Voter's registration card. 5. U.S. Military card or draft record. 6. Military dependent's ID card. 7. U.S. Coast Guard Merchant Mariner Card. 8. Native American tribal document. 9. Driver's license issued by a Canadian government authority. <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card. 11. Clinic, doctor, or hospital record. 12. Day-care or nursery school record. 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION. (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION. 2. Certification of Birth Abroad issued by the Department of State (Form FS-545). 3. Certification of Birth issued by the Department of State (Form DS-1360). 4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal. 5. Native American tribal document. 6. U.S. Citizen ID Card (Form I-197). 7. Identification Card for Use of Resident Citizen in the United States (Form I-179). 8. Employment authorization document issued by the Department of Homeland Security.

The remainder of the form will be completed by the Base Registrar Person conducting Identify Proofing process and NCIC check.

AGENCY DISCLOSURE STATEMENT:

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 OMB 0703-0061. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN COMPLETED FORM TO THE ABOVE ADDRESS.

Completed form should be submitted to the Base Registrar.